

**CONFIDENTIAL**

**EYES ONLY**

ORD-0277-76

7 June 1976

MEMORANDUM FOR: Acting Director of Research and Development

THROUGH: Chairman, Special Panel

SUBJECT: Recommendation for Promotion -

[REDACTED]  
GS-05 to GS-06

25X1

1. It is with pleasure and without reservations that I respectfully recommend [REDACTED] for promotion from GS-05 to GS-06.

25X1

2. [REDACTED] is a clerk-stenographer serving in an approved GS-06 secretary-stenographer position for which she is fully qualified. She passed the Agency shorthand test during the summer of 1975. Her primary responsibility is to support four professional members of this staff; i.e., two contract officers, one auditor, and one security officer. She also assumes the duties of our senior secretary in her absence and due to her ability she is always able to maintain a smooth flow of work and accomplish desired results within the time frame allowed.

25X1

3. This neat, attractive young lady performs her various functions and responsibilities in a most willing and cooperative spirit. She recognizes the role and mission of this staff as well as that of ORD and the Agency. She is motivated, and even though the demands and pressures placed upon her are exacting, she maintains the poise and maturity required. Her attitude towards people and her work, her expertise in utilizing required skills and the initiative she takes to perform her duties with minimum supervision have contributed substantially to the success of this staff in supporting the requirements and mission of ORD and the Agency.

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[REDACTED] 25X1

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SUBJECT: Recommendation for Promotion - [REDACTED]

25X1

4. Your consideration and favorable action in promoting this highly qualified young lady, in recognition of not only her present abilities and contributions but also her potential to advance to a more senior position is respectfully requested. 25X1

[REDACTED]  
Chief, Contracts Staff, ORD  
DD/S&T

RECOMMEND APPROVAL.

[REDACTED]  
Chairman, Special Panel, ORD

16 JUN 1976  
Date

25X1

APPROVAL:

[REDACTED]  
and Development

16 JUN 1976  
Date

25X1

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